



The Town of Zionsville, Indiana

1100 West Oak Street • Zionsville, Indiana 46077

Frequently Asked Questions

1. Where do I apply for a permit?

The Zionsville Planning and Building Department is located at Town Hall, 1100 W. Oak St.

2. What are your hours?

Town Hall hours are from 8am – 4pm Monday thru Friday.

3. How long does it take to obtain an Improvement Location Permit?

Residential permit review may take up to 5 business days.

Commercial permit review may take up to 10 additional business days, beyond the review period specified above.

Roof permits are issued on a walk in basis.

4. What are the building codes for the Town of Zionsville?

The Town of Zionsville enforces the adopted Indiana State Building Codes. Please follow the following link for that listing: <http://www.iabo.com/currentcodes.htm>

Also, The Town of Zionsville has a Code of Ordinances specific to The Town. Those Ordinances can be viewed at this link:

<http://www.zionsville-in.gov/clerk/index.php?pg=ordinances>

5. How long is my Improvement Location Permit Valid?

Your permit is valid for one year from the date of permit issuance.

6. Do I have to hire a licensed contractor?

No. At this time the Town of Zionsville does not license contractors.

7. Who do I call to schedule an inspection?

At the time you are issued a permit you will be given written instructions on how to call for an inspection. The inspection hotline is (317) 733-2810.

Town Manager

(317) 873-8245

Fax: 873-8021

Clerk / Treasurer

(317) 873-5410

Fax: 873-8021

Parks & Recreation

(317) 733-2273

Fax: 733-2275

Planning

(317) 873-8247

Fax: 873-8021

Town Court

(317) 873-8240

Fax: 873-8021

Streets

(317) 873-4544

Fax: 733-2275

Waste Water

(317) 873-2332

Fax: 873-8428

Billing Only

(317) 873-2469



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8. May I request a same day or accelerated inspection?

No. You must schedule your inspection the day **BEFORE** you want the inspection to be conducted. There are no same day inspections.

9. Can I schedule a specific time of day for my inspection?

Yes. At the time you are issued a permit you will be given written instructions on how to call for an inspection time. You must call (317) 873-8248 at 8:30am the day of your inspection to schedule a specific time.

10. What types of payment do you accept?

Cash: exact amount. Personal check, money order or cashiers check, made payable to The Town of Zionsville. No credit cards are accepted.

11. Does the Town of Zionsville have specific construction hours?

Yes. Approved construction/excavation hours are: 7:am – 7:00pm Monday thru Saturday. No construction activity may take place on Sundays.

12. How do I find the zoning of a property?

The Town of Zionsville zoning map can be found by following this link:

<http://www.zionsville-in.gov/planning/index.php?pg=zoningmaps>

13. May I place a temporary garage sale sign or for sale sign in the Right of Way?

No. Section 6.2 of the Town of Zionsville Zoning Ordinance prohibits signs of any kind to be placed in the right of way unless approved by the Director of Planning.

14. If my property extends in the right of way, can I count that area into my lot size ratio to building lot coverage?

Yes. Although there may be restrictions on the use of the property in the right of way, you may count that area until your lot coverage calculation.



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15. Who do I contact to address tall weeds and grass?

You may contact the Town of Zionsville Planning Department at (317) 873-8247.

16. May I place a fence or tree in a recorded easement?

No. Section 1.18 prohibits any improvement to be placed in a recorded easement. You may request a review by filing an Obstruction of Record Easement application with the Planning Department.

17. May I store my recreational vehicle on my property?

Yes. You may store no more than two vehicles (including boats) outside on the hard surfaced area of the driveway or interior access drive. You may also store vehicle(s) may not be occupied or used as living space while being stored.

18. Can I keep a Commercial Motor Vehicle or Trailer on my property?

Yes, PROVIDED the following conditions are met:

- a) The vehicle has a maximum load capacity of three-quarters (3/4) or less
It serves as the sole vehicular transportation of the resident of the property upon which it is parked, stored maintained or kept
- b) The vehicle is stored within an Accessory Building or Garage which complies with all the standards and regulations of this Ordinance.
- c) Commercial motor vehicles that are in the course of making normal and reasonable service calls are exempt from this provision.